



# SUPPLIER GUIDELINES

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# SUPPLIER GUIDELINES

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# Upholding our values throughout the value chain

At Abbott we have a philosophy: we create our products as if they were intended for our own families. We know people around the world depend on us. We believe in a resilient, diverse and responsible supply chain and actively engaging suppliers to meet our high-quality standards.

Abbott's Supplier Guidelines document the principles, standards and expectations for establishing and maintaining a business relationship with Abbott.

We apply the fundamental principles of human rights, labor, environmental protection and anti-corruption to ensure long-term business success and improve lives around the world. Suppliers are an extension of our business, and we expect our suppliers to share our dedication to these principles and incorporate them into strategies, policies and procedures, and ensure a culture of integrity. In addition, Abbott actively engages with our suppliers to promote new approaches to reduce our sustainability-related risks and impacts.

## **SUSTAINABILITY IN EVERYTHING WE DO**

For more than 130 years, our purpose has been clear: Abbott helps people live fuller lives through better health. To achieve our broader purpose, we will take targeted action to continually improve our environmental, social and governance (ESG) performance, and we expect to be held to the highest of standards in these areas. We will continue to build a more sustainable business through all the actions we take. We're constantly shaping our organization for the future by prioritizing diversity and inclusion. Abbott is also engaging with suppliers to expand opportunities for diverse, disadvantaged and small businesses and to advance ethical sourcing of materials. At the same time, Abbott is working to safeguard our global environment. As a company devoted to keeping people healthy, we understand the importance of minimizing our footprint. Across our operations we're continuing to reduce our packaging, waste and greenhouse gas emissions and to sustainably manage water use. It is Abbott's expectation that our suppliers fully support these initiatives and drive these sustainability principles across their own supply chains, systems and employee benefits.

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## **DEMONSTRATION OF COMPLIANCE**

**SUPPLIERS MUST BE ABLE TO DEMONSTRATE COMPLIANCE WITH THE SUPPLIER GUIDELINES AT THE REQUEST AND SATISFACTION OF ABBOTT THROUGH SURVEYS, AUDITS AND/OR CONFIDENTIAL EMPLOYEE AND ON-SITE CONTRACTOR INTERVIEWS, WHICH MAY OR MAY NOT BE CONDUCTED BY THIRD PARTIES.**

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## ETHICS

Suppliers shall conduct their business in an ethical manner, act with integrity and comply with all legal and regulatory requirements.

### **BUSINESS INTEGRITY AND FAIR COMPETITION**

Suppliers shall comply with all applicable legal requirements and industry codes. This includes, but is not limited to, anti-bribery and anti-corruption laws, competition and unfair business practice laws, restrictions on advertising activities, and any laws, regulations and codes that govern interactions with healthcare professionals, healthcare organizations and government officials.

When acting on behalf of Abbott, suppliers must act in an open and honest manner with third parties. Business decisions must not be improperly influenced by personal interests or relationships, including personal or non-Abbott business relationships with Abbott employees. Any concern a supplier has regarding unethical conduct or a potential conflict of interest should be reported through Abbott's Office of Ethics & Compliance at <http://speakup.abbott.com>.

### **IDENTIFICATION OF CONCERNS**

All workers should be encouraged to report concerns or illegal activities in their relationship with Abbott without threat of reprisal, retaliation, intimidation, discrimination or harassment. Suppliers shall thoroughly investigate and take corrective action, if needed, in a timely manner.

### **ANIMAL WELFARE**

Animals shall be treated humanely, minimizing pain and stress. Animal testing should be performed only after consideration to replace animals, reduce the numbers of animals used or refine procedures to minimize distress. Alternatives should be used when scientifically valid and acceptable to regulators. Laboratories must be accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) and/or approved by Abbott's Animal Welfare Officer prior to placement of work and thereafter on a periodic basis.

### **CONFLICT MINERALS**

Suppliers shall track and report on the presence or use of conflict minerals in the parts, components or materials supplied to Abbott.

### **PRIVACY AND CONFIDENTIALITY**

Suppliers shall safeguard and make only proper use of personal information to ensure that individuals' privacy rights are protected, including those of Abbott's customers, patients, employees and subcontractors, when a supplier performs services on behalf of Abbott. Where suppliers are contracted to obtain personal information on behalf of Abbott, they shall do so in compliance with applicable law. Suppliers shall not use or disclose personal information or Abbott confidential information other than with the express consent of Abbott. Any information or data regarding Abbott operations shall always be treated as Abbott confidential information unless that information is in the public domain.

## HUMAN RIGHTS AND LABOR

Suppliers shall be committed to protecting and upholding the internationally proclaimed human rights of workers and treating workers with dignity and respect. Suppliers shall make sure that they are not complicit in human rights abuses, and they comply with all legal and regulatory requirements pertaining to human rights and labor practices.

### FREELY CHOSEN EMPLOYMENT

Suppliers shall not use forced, bonded or indentured labor, prison labor or human trafficking.

### CHILD LABOR AND YOUNG WORKERS

Suppliers shall comply with child labor laws. The employment of young workers shall only occur in nonhazardous work and when young workers are above a country's legal age for employment or the age established for completing compulsory education. Suppliers should use adequate and verifiable mechanisms for age verification as a part of their employment process.

### NONDISCRIMINATION

Suppliers shall provide a workplace free of harassment and discrimination. Discrimination for reasons such as race, sex/gender, religion/creed, color, national origin, age, disability (including mental and physical medical conditions), veteran/military status, sexual orientation, gender identity or expression, marital status, pregnancy, ancestry, genetic information or citizenship status, union membership or any other unlawful reason is prohibited. Abbott expects suppliers to share our commitment to equal opportunity in employment and promote diversity.

### FAIR TREATMENT

Suppliers shall provide a workplace free of harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, physical coercion, retaliation or intimidation of workers, or the threat of any such treatment.

### WAGES, BENEFITS AND WORKING HOURS

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits. Suppliers shall communicate with the worker the basis on which they are being compensated in a timely manner and whether overtime is required, and the wages to be paid for overtime as required by law. Suppliers shall keep accurate records regarding employee working hours and vacation hours as required by law.

### FREEDOM OF ASSOCIATION

Open communication and direct engagement with workers to resolve workplace and compensation issues are encouraged. Suppliers shall respect the rights of workers, as set forth in local laws, to associate. Workers shall be able to communicate openly with management regarding working conditions and pay practices without threat of reprisal, retaliation, intimidation or harassment.





## HEALTH AND SAFETY

Suppliers shall protect workers in the workplace, and in any supplier-provided living quarters and vehicles, by providing a secure, safe and healthy workplace, minimizing exposure to accidents, injury and health risks, and complying with all legal and regulatory requirements.

## ENVIRONMENT

Suppliers shall operate in an environmentally responsible and efficient manner to minimize adverse impacts on the environment.

Suppliers are expected to be transparent in their environmental management practices and to embed environmental management principles into their operations. Suppliers shall have systems in place to ensure the safe handling, movement, storage, recycling, reuse or management of waste, air emissions and wastewater discharges. Suppliers are expected, where possible, to undertake initiatives to promote greater environmental responsibility, conserve natural resources, avoid the use of hazardous materials, encourage the development and diffusion of environmentally friendly technologies and engage in activities that promote a circular economy approach.

Suppliers shall comply with all applicable environmental laws and regulations. Suppliers shall obtain all required environmental permits, licenses and approvals and comply with all applicable operational and reporting requirements.

## MANAGEMENT SYSTEMS

Suppliers shall use management systems to facilitate continual improvement and ensure compliance with these Supplier Guidelines.

### LEGAL AND CUSTOMER REQUIREMENTS

Suppliers shall identify and ensure compliance with all applicable laws, regulations, rules, ordinances, permits, licenses, approvals, orders, standards and relevant customer requirements.

### TRADE CONTROLS

Suppliers shall ensure compliance with all applicable trade controls and shall not knowingly source products or components for Abbott, directly or indirectly, from jurisdictions subject to comprehensive sanctions or from a person or entity on a sanctions-related list.

### RISK MANAGEMENT

Suppliers shall have mechanisms in place to determine and control risks in their operations and shall have adequate financial resources to assure business continuity and maintain financial solvency.

### DOCUMENTATION

Suppliers shall maintain documentation necessary to demonstrate conformance with these Supplier Guidelines and compliance with applicable laws, regulations, rules, ordinances, permits, licenses, approvals and orders.

### TRAINING AND COMPETENCY

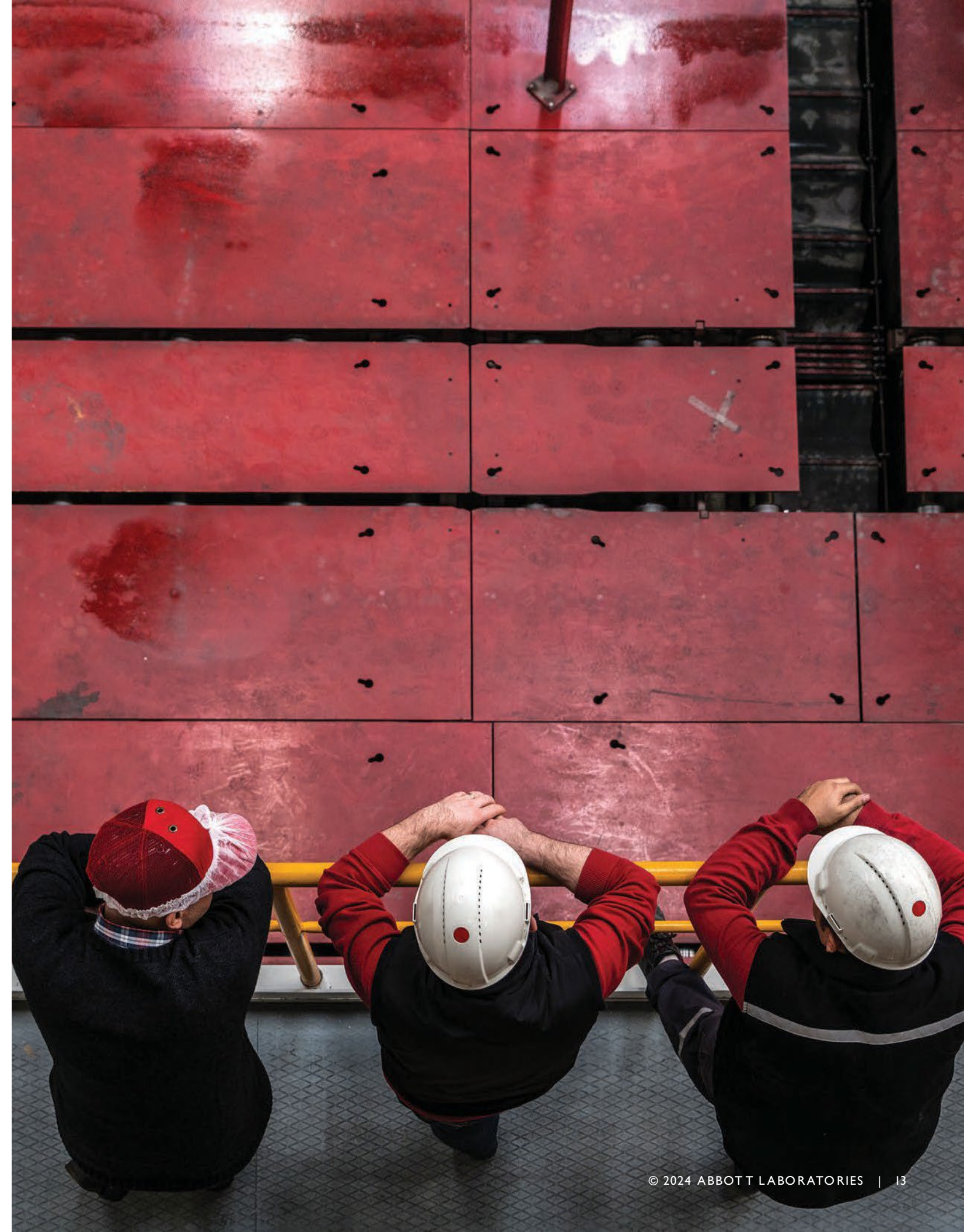
Suppliers shall have a training program that achieves an appropriate level of knowledge, skills and abilities in management and workers to address the expectations of these Guidelines.

### CONTINUAL IMPROVEMENT

Suppliers are expected to continually improve by setting performance objectives, executing implementation plans and taking necessary actions to correct deficiencies identified by internal or external assessments, inspections and management reviews.

### COMMUNICATION

Suppliers shall maintain open and direct communication with appropriate business functions including Abbott Procurement and Supply Chain organizations. Suppliers shall promptly notify Abbott of any issues with compliance with these Guidelines or breach of any specific requirements of these Guidelines.



## **CONTACT**

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